

TOWN THEATRE, INC.

Board of Directors Meeting

October 27, 2015 Highland Municipal Building 6:36 p.m.

Pledge of Allegiance

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

Roll Call and Introduction

Present on roll call included the following Town Theatre Board Members: Bridget DeYoung, Dawn Diamantopoulos, Dan Dunn, Bruce Leep, Michael Maloney and Keith Bruxvoort. Tracy Oprea and Michael Griffin were absent. Attorney Carol Green-Fraley was present as counsel and Redevelopment Director Cecile Petro was also present. The following members of the public were in attendance: Greg Kuzmar and Lola McKay.

Minutes

Bruce Leep made a motion to accept the minutes as written for the September 22, 2015 meeting and the special meeting of October 8, 2015. Michael Maloney seconded the motion. **Motion carried by unanimous voice vote.**

Timeline for Construction and Operations

Redevelopment Director Cecile Petro provided an update stating that the Redevelopment Commission is considering three architectural/engineering firms for the revitalization of the Town Theatre. All three firms have “teams” that include an architect, mechanical engineer, AV & acoustic professional, structural engineer and a theatre consultant. The Redevelopment Commission is scheduled to meet Wednesday, October 28, 2015 to work toward a consensus on which firm will be selected. Highland Redevelopment Commissioner, Greg Kuzmar, added that there will probably be a dialogue with a potential candidate(s) before a decision is made.

Reports from Committees

Bylaws Committee:

President Bridget DeYoung asked if there were any comments on the document within their packets that outlined the duties, membership, or chair of the Nominating Committee. Michael Maloney stated that he had several key points that he would like included within the Nominating Committee’s description. They are:

- 1) Develop a slate of potential candidates to replace board members with expired terms or have resigned from the Board. The slate will be submitted to the full Board for review and approval.
- 2) Recommend interim changes to Board membership as set forth in the bylaws, Article VI, Section 3.
- 3) Recommend changes to the Committee Chairmanships based on performance and/or level of participation.

The Board will review and vote on the proposed changes at the next meeting. A question was asked regarding who the Members are that will finish their one year terms by the end of 2015. The following terms for Board Members are:

1 year terms ending December 31, 2015: Dan Dunn, Robin Carlascio, and Michael Griffin

2 year terms ending December 31, 2016: Keith Bruxvoort, Tracy Oprea, and Michael Maloney

3 year terms ending December 31, 2017: Bruce Leep, Bridget DeYoung, and Dawn Diamantopoulos.

The Town Council has two continuing appointments to the Theatre Board. Those appointments have not been selected, as yet. The Board decided that they must approve the Nominating Committee duties, membership, and chair first and then provide a slate of candidates for the next three year term to begin after January 1, 2016.

(President Bridget DeYoung moved up the following agenda item for discussion at this time.)

Next Meeting Date

The regularly scheduled Town Theatre Board meetings scheduled for November and December 2015, fall on the same week as Thanksgiving and Christmas. The Board decided to change the meeting schedule to include a study session on November 11, 2015 at 6:30 PM and a public meeting on December 1, 2015 at 6:30 PM. Both meetings will take place in the Municipal Building. If any other business comes before the Board that must be decided before the end of the year, a Special Meeting will be called. The Study Session on November 11th will be devoted to preparations for the upcoming fund raiser, The TomFoolery "Build the Town" comedy and music event at the Villa Cesare in Schererville, Indiana on November 13, 2015 at 8:00 PM. Tickets are \$25 and doors will open at 7:00 PM.

Volunteers

The total number of volunteers to date is five hundred and six (506).

Programming Committee:

No report.

Memberships

It was reported that as of October 27, 2015, five hundred and fourteen Founding Memberships (514) have been sold. This includes 243 Family, 67 Individual, 183 Senior/Student, and 21 Small Business Memberships for a total of \$16,630. In addition, \$1880 has been given in donations from those who signed up to be members for a total of \$18,510. The Reunion Class of 1965 has also provided \$2,154.00 in new memberships and donations to the theatre that are not combined within that total, as yet. President DeYoung asked if members of the Reunion Class of 1965 could attend The TomFoolery fund raiser on November 13th and be recognized for their generosity. They will be contacted and if they cannot attend, efforts will be made to include them within the agenda of the next Board meeting on December 1, 2015.

Publicity:

No report.

Technical Operations:

Nothing to report.

General Operations:

Nothing to report.

Maintenance Committee

Jim Kessler, Chair of the Maintenance Committee, was unable to attend. Cecile Petro reported that he will look into draining pipes in the two buildings to the north of the Town Theatre for the winter months, if needed. Currently, no utilities are being supplied to those buildings including gas, electric, or water.

Finance Committee

Keith Bruxvoort reported that the Town Theatre financial report reflects \$35,741.03 to date. Members discussed the procedure to establish a petty cash fund. A resolution was presented to the Board. After an initial motion to approve ***Resolution #2015-01, A Resolution to Establish Petty Cash Funds for the Town Theatre, Inc.*** Robin Carlascio amended the motion to change the amount of petty cash from \$100 to \$300. Dawn Diamantopoulos seconded the amended motion. **Motion approved by a unanimous voice vote.**

The TomFoolery Fund Raiser

The final contract with Villa Cesare was reviewed by Attorney Carol Green-Fraley and signed by President Bridget DeYoung. It will be sent with a check to reserve the venue for The TomFoolery event on November 13, 2015. President DeYoung asked everyone to spread the word through their social media networks. Robin Carlascio will contact The Times to ask for an in-kind sponsorship. One week of advertising on WJOB radio for three times a day was paid for by contributions from Carol Green-Fraley \$50, Bridget DeYoung \$25, and Tracy Oprea \$25. Members discussed contributing for a second week. The following contributed: Carol Green-Fraley \$50, Bruce Leep \$25, and Cecile Petro \$25. As of this date, credit card purchases will not be available for the event. Checks and cash will be accepted for payment.

Bridget DeYoung stated that Highland Main Street will be meeting on November 5th and she will be asking for volunteers to work the event. Board members and volunteers should be at Villa Cesare by 6:00 PM the night of the event to assist with last minute preparations. The following people have signed up to chair the various committees: Silent Auction—Marion Case, Ticket Sales—Robin Carlascio, Beverage Ticket Sales—Michael Maloney, Merchandise Sales—Tracy Oprea, and Logistics—Dawn Diamantopoulos and Bridget DeYoung. The following businesses and persons have provided sponsorships for the event to date: Popa Heating and Cooling, Tauber Law, Strack and Van Til, Bruce and Mary Leep, Dan Dunn, and Carol Green-Fraley.

Lexi Elisha—Possible Future Fund Raiser

Robin Carlascio will contact Highland High School regarding possible dates for Lexi Elisha to perform and report back to the Board at their next meeting.

Consultant Goals

Dan Dunn presented his draft for the *Goals for Potential Consultant*. Dan explained the outline which specified what the consultant would do and when. Discussion ensued.

Adjournment

Bruce Leep made a motion to adjourn. Robin Carlascio seconded the motion. **Motion passed by unanimous voice vote at 7:57 PM.**

Respectfully submitted,

Cecile LaCombe Petro
Highland Redevelopment Director